



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective: 4/01/08

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| SECTION 306 | SUBJECT ASSIGNMENT/TRANSFER/REASSIGNMENT OF EMPLOYEES |
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I. GENERAL

The City of Newport News reserves the management right to hire, retain, promote, demote, transfer and assign employees and to determine the methods by which such decisions are made. In most cases, vacancies which provide promotion or transfer opportunities for employees are posted as described below. However, department heads have the authority to transfer employees to other assignments within the same department without advertising provided the new assignment is in the same job classification. The City Manager may reassign jobs and employees without regard to departmental parameters, or job classification.

Employees are not limited to performing the work responsibilities described in the position description or in the manner or method of performing the work. Other work of a similar type and level, additional work, or other assignments necessary to meet objectives may be assigned to the employee. Management may change the composition, methodology, processes, scope and responsibilities of jobs as necessary, particularly as the City's organization and structure evolve to meet changing needs.

II. PROMOTION/TRANSFER OPPORTUNITIES

The City encourages its current employees to apply for promotional and transfer opportunities as they become available.

Any employee who wishes to apply for a posted position is encouraged to discuss these plans with his/her supervisor but is not required to do so.

Should the requisitioning department decide to interview an employee working in another department or division, arrangements may be made directly between the department and the employee. The employee will be responsible for making arrangements with his/her supervisor for the time required. Actual time required for the interview/assessment process will be considered work time unless the interview/assessment process is held during the employee's normal off duty time. Time required for interview for City positions will not be charged against employee leave accruals unless the employee was on pre-approved Paid Personal Leave (PPL) when he/she participated in the interview/assessment process.

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| AMENDS/SUPERSEDES SECTIONS 306, 9/1/99 | REFERENCES | APPROVAL  |
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III. CAREER DEVELOPMENT ASSIGNMENTS

The City Manager may designate individual position vacancies as "Career Development Assignments". In such cases, the position or assignment will be posted internally and open to all internal applicants. The actual position vacancy may be redefined or restructured to meet the needs of the department and the appropriate salary grade classification will be determined in accordance with regular procedures. Selection criteria will be identified for the position or assignment and may emphasize competencies such as leadership, managerial skills, decision-making, change management, program analysis, technology applications, and other broad areas of knowledge rather than abilities usually associated with the vacant position or stated in the job description. Standard selection processes will be followed. These assignments provide employees with career development opportunities by working in various fields as well as benefit the City by increasing the number of employees who have leadership and managerial skills which have broad application across the City. Such assignments are usually temporary in duration but may be extended by the City Manager. Designation of positions as Career Development Assignments and employee assignments will be reviewed at least annually for continuation.

IV. REASSIGNMENT OF EMPLOYEES WITH PERMANENT DISABILITIES

When it has been determined by the City in accordance with the Americans With Disabilities Act (ADA) and City procedures that an employee has a disability covered by the ADA, the City will make an effort to provide reasonable accommodation in the employee's position. However, if the employee is unable to perform the essential functions of his/her regular position with reasonable accommodation, the City is required, for a reasonable period of time, to consider reassigning the employee with a disability to an equivalent or lower level vacant position for which he/she is qualified to perform the essential functions. Both occupational and non-occupational disabilities are covered.

In such cases, the employee's qualifications will be assessed by the requisitioning department to ensure that he/she meets the knowledge, skills, and abilities required to perform the essential functions of the job. If more than one employee with a disability covered by the ADA qualifies for an opening, a competitive selection process will be conducted. The final decision on placement is the responsibility of the Director of Human Resources.

See related medical policy sections in the 1200 series of the Personnel Administrative Manual.

AMENDS/SUPERSEDES
SECTIONS 306, 9/1/99

REFERENCES



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V. JOB PLACEMENT ASSISTANCE FOR DISPLACED EMPLOYEES

When an employee is displaced from his/her job due to reduction in force, reorganization, or reasons not related to misconduct, the Department of Human Resources may provide job placement assistance to the employee as a courtesy generally for a period of twelve months from the time of termination. This assistance will include reviewing the employee's application, counseling the employee regarding appropriate job opportunities and providing current vacancy information to the employee. Although there is no guarantee of reemployment in these situations, the Department of Human Resources will provide reasonable assistance to the employee in applying for employment within the City organization.

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